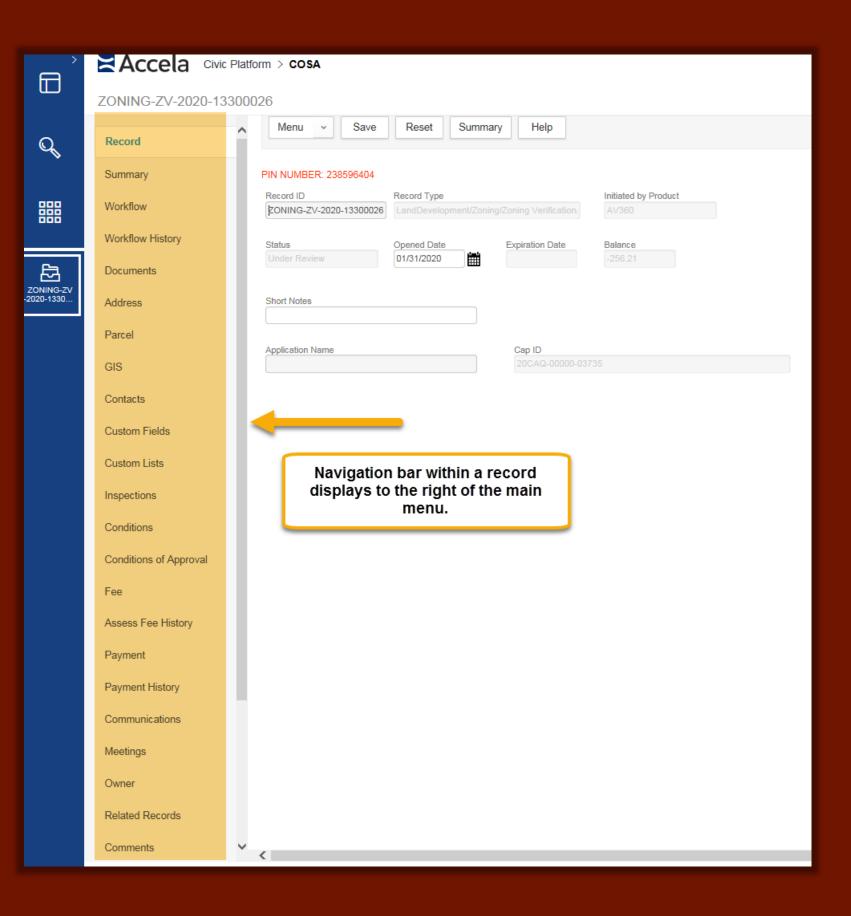
On-line Tutorial Series Module 5

Updating Records

This module contains General Functionality information. For application specific updating of records, please see your Supervisor.



Update the Record



Use the Record's navigation bar to view record information, update task(s), upload documentation, add fees, view/generate email communication and for overall management of the record.



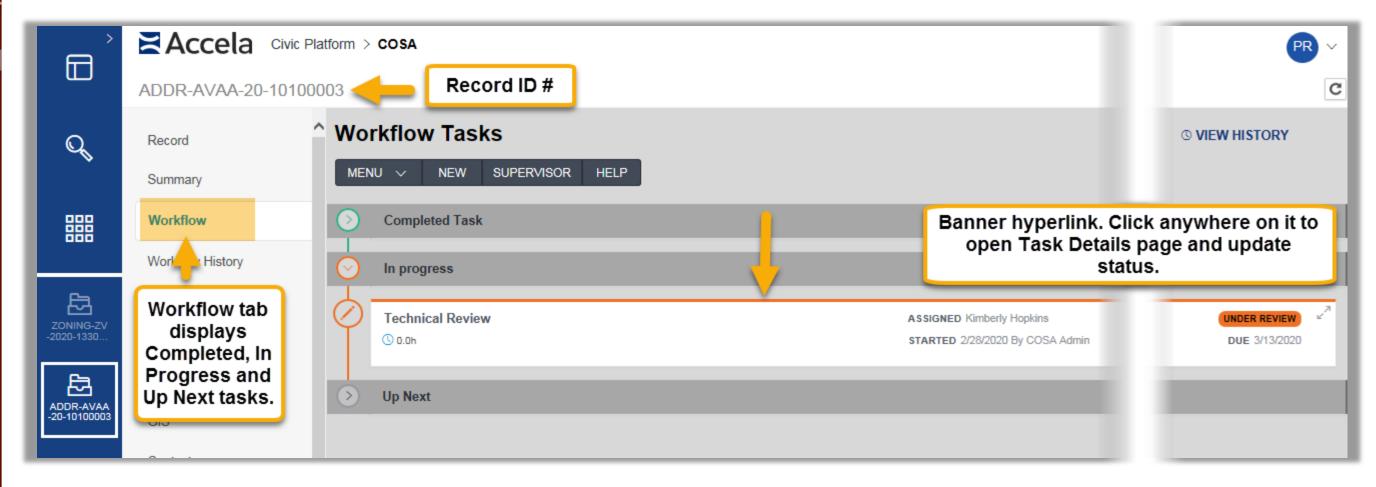
Updating Records

- 1. Retrieve the Record.
- 2. Update the Record.
 - Use the Record's Navigation bar to click on the Workflow tab.
- 3. Follow the business process steps to update the the Record.





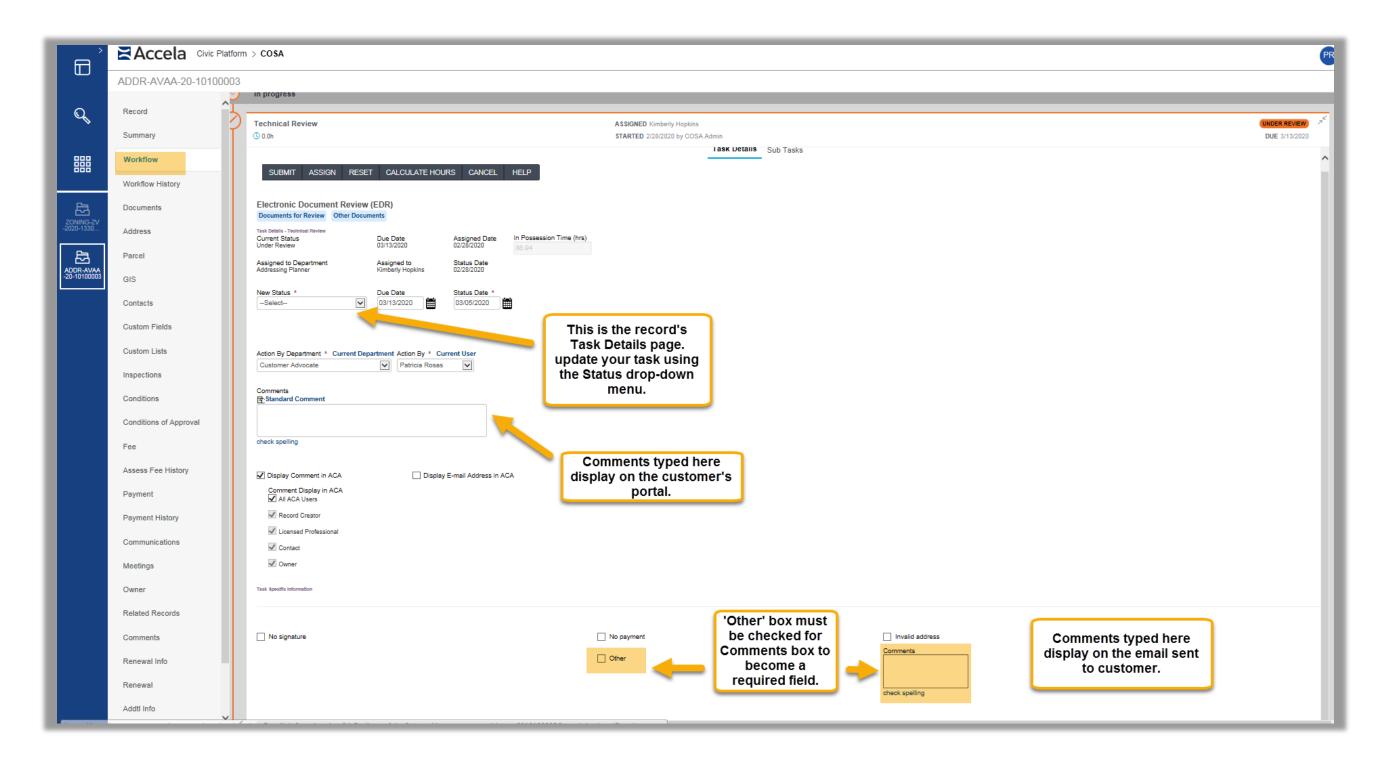
Record's Workflow Tab







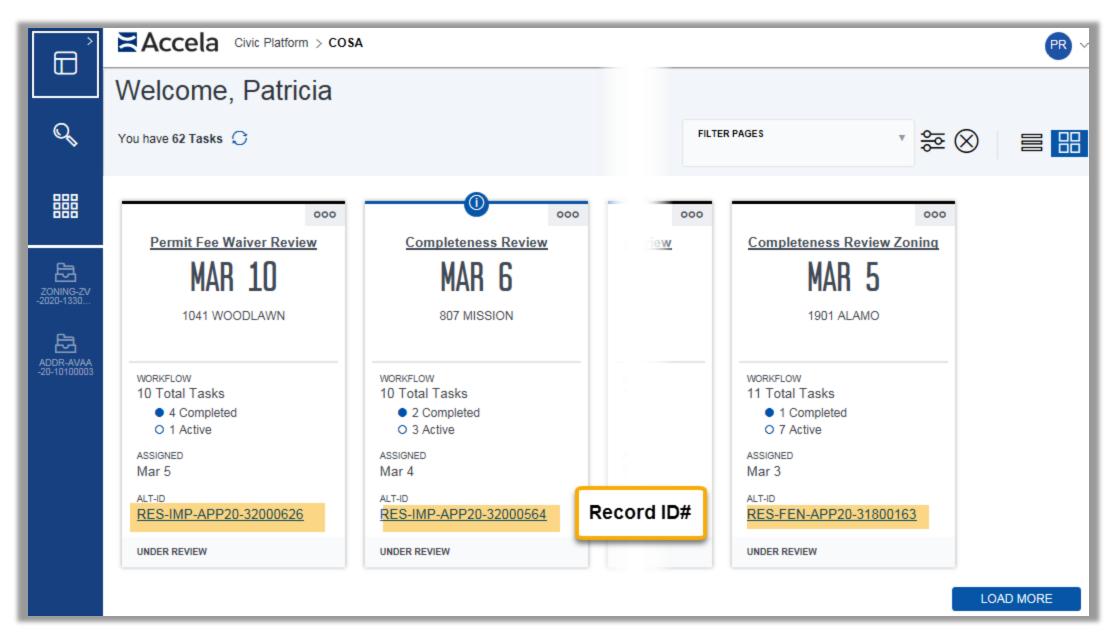
The Record's Task Details Page





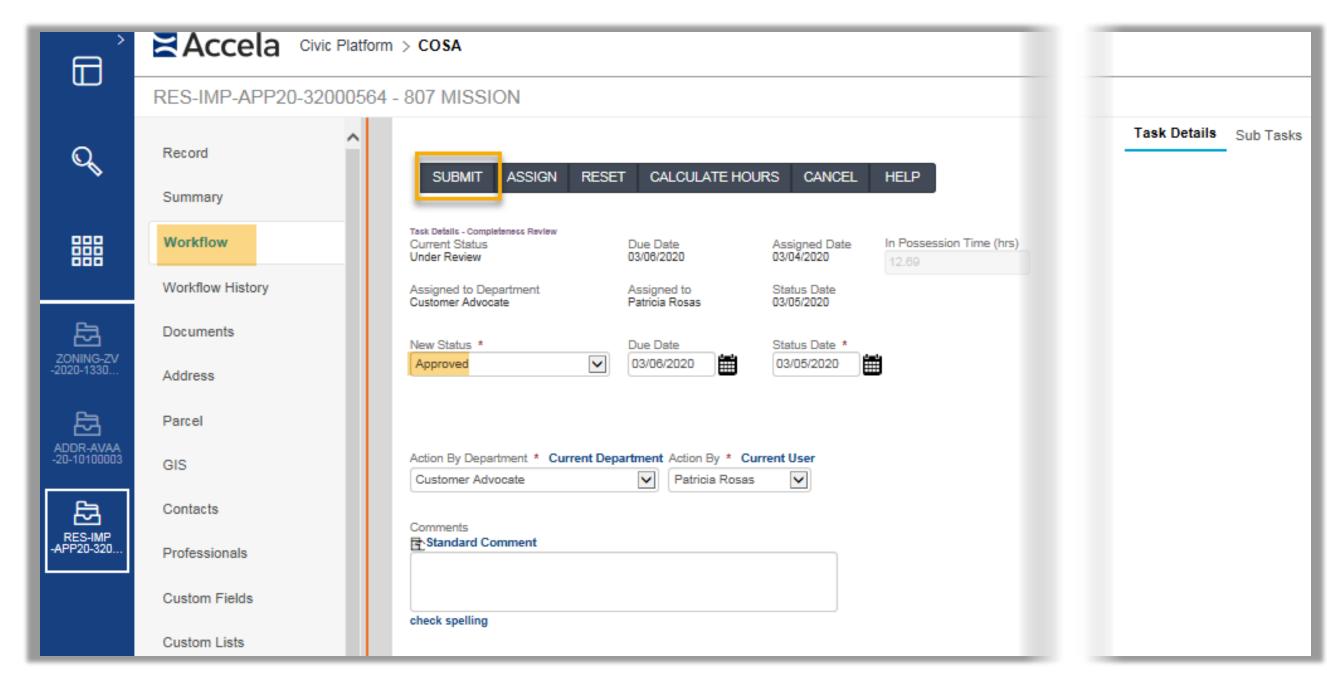


Updating the Record



- 4. Assignments display on your home page.
- 5. Click the Record ID hyperlink to open the Record.
- 6. Click the Workflow tab. Open the task assigned to you.
- 7. Update status as per business process.





8. After selecting updated status click Submit (shown).



Congratulations!

This concludes Module Five

Updating Records

It is time to test your recall.....



TEST YOUR RECALL

- 1. Records are updated according to business processes. ____True ____False
- 2. Where is the Workflow Tab of a record found?
- 3. The Record's Navigation bar is located on user's Home Page. ____ True ____False
- 4. A Record's Navigation Bar is the gateway to pages containing information that allow the user to manage the Record. ____True ____False.

Answers on the next slide...



- 1. True
- Find it on the
 Record's Navigation
 Bar.
- 3. False
- 4. True

Time to begin the next module...



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